

ORGANIZATION, RELATIONSHIPS and FUNCTIONS  
of the  
CAREER SERVICE BOARDS

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CAREER SERVICE BOARDS

- I. Organization and Functions of the CIA CAREER SERVICE BOARD
- II. Organization and Functions of the SECRETARIAT of the CIA CAREER SERVICE BOARD
- III. Organization and Functions of the [OFFICE] CAREER SERVICE BOARDS

Tab B

I. Organisation and Functions of the CIA CAREER SERVICE BOARD

A. The CIA Career Service Board will be composed of the following persons:

Deputy Director (Plans)  
Deputy Director (Intelligence)  
Deputy Director (Administration)  
Assistant Director (Personnel)  
Director of Training  
Two Assistant Directors, each to serve  
for terms of six months' duration  
(See Schedule A)  
Executive Secretary - Non-voting

Four members of the Board will constitute a quorum. If a member cannot be present, he may be represented by his Deputy. The Board will hold scheduled monthly meetings, and agenda and minutes of meetings will be distributed to all persons on Schedule A.

B. It will be the responsibility of the CIA Career Service Board to:

1. Develop policy governing the Career Service Program for approval by the DCI and serve as his advisor on all matters concerning the Program.
2. Supervise and review the functioning of [Office] Career Service Boards.
3. Establish and maintain an Executive Inventory to be composed of those persons which the Board shall from time to time determine.
4. Make recommendations for filling key positions in the Agency with personnel from the Executive Inventory.
5. Review evaluation of personnel contained in the Executive Inventory and review rotation programs for their further development.
6. Approve the allocation of Rotation Loan Slots to [Office] Career Service Boards. (See Schedule B).
7. Supervise supporting groups or Boards for handling specialized functions on an Agency-wide basis, such as, Hazardous Duty Board, Honor Awards Board, Professional Selection Panel, etc., drawing on Agency personnel as necessary.
8. Prepare and submit annually to the DCI a summary of the operation of the CIA Career Service Program.

Tab B

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## II. Organisation and Functions of the SECRETARIAT of the CIA CAREER SERVICE BOARD

- A. The Career Development Staff of the Personnel Office serves as the Secretariat of the CIA Career Service Board and the Chief, Career Development Staff serves as the Executive Secretary of the Board.
- B. It will be the responsibility of the Secretariat of the CIA Career Service Board to:
  1. Recommend to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
  2. Perform all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
    - a. Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.
    - b. Transmitting to the CIA Career Service Board recommendations and periodic reports of the ~~Office~~ Career Service Boards for consideration.
    - c. Initiating and supervising such studies as are needed to improve the Career Service Program.
    - d. Assisting ~~Office~~ Career Service Boards in effecting rotation appointments.
    - e. Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
    - f. Coordinating with the Office of Training training arrangements and needs respecting the CIA Career Service Program.
    - g. Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Agency-wide basis.

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18 July 1952

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MEMORANDUM FOR: [redacted]  
Acting Chairman, Working Group on Honor Awards  
25X1A9a  
FROM: [redacted]  
SUBJECT: Names for CIA Honor Medal

1. There are listed below some alternative names for the CIA Honor Medal. Combinations and permutations of these names and words are almost unlimited. It might be useful for the Working Group to try to determine the sentiments and ideas which should be or should not be conveyed in the name of the medal. Then, it should be relatively easy to make a selection from this or an expanded list.

2. Maybe we should have a Roget Thesaurus at the next meeting of the Working Group or, and I make this suggestion with complete humility, the CIA Library might be prevailed upon to do the necessary research.

ALTERNATIVE NAMES FOR CIA MEDAL

Intelligence Service Medal  
Medal for Distinguished Service  
Medal for Achievement  
Medal for Meritorious Service  
Medal of Valor  
Medal for Outstanding Service  
Medal for Honorable Service  
Medal for Superior Service  
National Security Medal  
Medal of National Security  
Medal for Exceptional Service  
Medal for Security Service

Added by the CIA Library:  
Medal For Excellence  
Security Cross

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CMB/MBmr (18 July 1952)

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### III. Organization and Functions of the [OFFICE] CAREER SERVICE BOARDS

#### A. [Office] Career Service Boards will be composed of the following persons:

Assistant Director (or Office head) ex officio  
Three or more Staff or Division Chiefs, or  
comparable high-level officials  
Secretariat - Non-voting. (In most cases, the  
Secretariat will be composed of Administrative  
and Personnel Officers of the Office concerned  
and will perform staff support for the Board.)

#### B. [Office] Career Service Boards will be established in the following units of CIA:

Office of Special Operations	Office of Scientific Intelligence
Office of Policy Coordination	Office of National Estimates
Office of Communications	Office of Training
Office of Operations	Technical Services Staff
Office of Research and Reports	Personnel Office
Office of Collection and Dissemination	Medical Office
Office of Current Intelligence	General Services Office
	Inspection and Security Office
	Procurement and Supply Office
	Comptroller's Office

An Administration Career Service Board will be established which  
will be concerned with those individuals who do not come under  
the jurisdiction of any one of the above Career Service Boards.

#### C. It will be the responsibility of an [Office] Career Service Board to:

1. Serve as advisor to the Assistant Director (or Office head) on all  
matters pertaining to the Career Service Program.
2. Direct within the Office the application and functioning of the  
Career Service Program, including but not limited to:
  - a. Executing relevant decisions of the CIA Career Service Board  
and making recommendations to the CIA Career Service Board for  
improvement of the Career Service Program.
  - b. Sponsoring, developing and executing the Career Service Program  
of the Office concerned, including an intra-Office rotation  
system, and reporting periodically to the CIA Career Service  
Board.
  - c. Reviewing Personnel Evaluation Reports and proposed development  
plans for individuals in terms of training, assignment, ad-  
vancement, rotation and promotion.

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- d. Recommending cancellation or continuance of career development actions.
  - e. Participating in the development and execution of approved extra-Office rotation systems.
  - f. Submitting a semi-annual Personnel Evaluation Report to the Sponsoring Office on each rotation appointee from another Office.
  - g. Ensuring that the rotation appointees detailed by their Office to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by their Office are productive and their assignments commensurate with the purpose of the appointments.
  - h. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".
  - i. Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
3. Supervise supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.